


GENERAL SCHEDULE #7 – Human Resource Records

The purpose of this Retention and Disposal Schedule is to provide uniform and consistent retention periods for human resource records common to all state agencies. This schedule will provide the legal authority to destroy records and will assist state agencies in understanding the retention standards for these common records, as prescribed by the Dept. of Management and Budget, Records and Forms Management Services Division. Records listed on this Retention and Disposal Schedule do not need to be included on the Retention and Disposal Schedules developed for a specific state agency. Most of the official records listed will be found in the Human Resource offices throughout state government. **Copies** of these records should be destroyed in accordance to the provisions set forth in General Schedule #1 – Non-records.

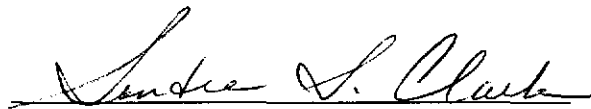
Reports covered under the PE and PR series or prior payroll systems shall be retained and destroyed under the provisions listed in General Schedule #2 – dated 11/19/1982 and General Schedule #3 – dated 8/25/1981.


Deborah A. Devine, Assistant Attorney General
Department of Attorney General, State Affairs

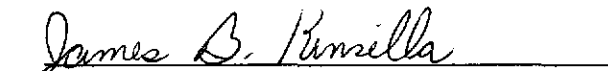
1-18-03
(date)


Linda Hagan, Director of Administration
Office of the Auditor General

11/13/2003
(date)


Sandra Clark, Director, Michigan Historical Center
Department of State

11/17/03
(date)


James Kinsella, Director, Records and Forms Mgmt.
Department of Management and Budget

1-30-02
(date)

State Administrative Board

12-2-03
(date)

APPROVED

DEC 02 2003

State of Michigan
Department of History, Arts and Libraries - Records Management
Records Retention and Disposal Schedule

DeptCode DeptName

Item Number	Series Title	Agency Retention	Total Retention	State Administrative Board Approval Date
GS7.01 -	<u>Personnel Files</u>	ACT+1	ACT+7	12/02/2003

These files are maintained for each employee and contain records that document all human resources related transactions that occurred during the employees' period of active employment. Documentation within the file may include the following: resumes, applications, withholding cards, beneficiary designations, performance evaluations, pay adjustments, position action requests, name and address changes, service ratings, insurance information, pay adjustments, position action information, counseling and disciplinary documents, related correspondence, etc. This file remains active until the employee makes a departure other than a leave of absence. Some contents may be destroyed while file is active in accordance to the retention periods defined in Dept. of Management and Budget's General Schedule #4 approved March 5, 1996. Copies of these files found at individual work units may be destroyed in accordance to the retention periods defined in Dept. of Management and Budget's General Schedule #1 - Non-records. NOTE: This record series applies to both permanent and seasonal employees.

GS7.02 -	<u>Selection Files</u>	CR+1	CR+4	12/02/2003
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These records contain all documents that support appointment and selection activity for state employment. They may contain employment lists, transfer lists, selection criteria, evaluation of candidates, position descriptions, applications, interview questions, reference checks, rating forms, and appointment recommendations/notifications.

ACT = Active

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EXP = Expiration

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SUP = Superseded

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GS7.03 - Position Files ACT ACT+5 12/02/2003

These files are created for established positions and may include the following: Position Action Request, Position Description, Application for Classification Redetermination, related correspondence, compensation information, etc. These files document the establishment, reclassifications, restriction, and modification of all state positions.

GS7.04 - Time and Attendance Records CR CR+5 12/02/2003

These records contain all supporting documentation of payroll activity within state agencies and are maintained by pay period. Documents include the time and attendance report, leave usage approvals, and individual time sheets signed by employees. Note: These records may be found at individual worksites.

GS7.05 - Workers Disability Compensation Files CR+1 CR+10 12/02/2003

These files document Worker's Disability Compensation claims due to on-the-job injury or illness. Documentation may include the following: initial injury claim form, accident reports, notice of commencement of compensation payments, employee wage data, copies of time and attendance records, medical documentation and reports, related correspondence, Family and Medical Leave information, etc.

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GS7.06 - Request for Personal Services Files CR+1 CR+5 12/02/2003

These files contain a Request for Personal Services (CS-138) for use in hiring contractual services provided by outside vendors. A request includes information such as the date the request was created and /or updated, the vendor and vendor ID, the amount requested for each independent contractor and special personal services, the effective and ending dates of the services requested, employees who may be affected by the hiring of a contractor, funding source, justification for requesting services, and other pertinent information as well as approval paths.

GS7.07 - Medical Records (Non-exposure) ACT ACT+7 12/02/2003

These records are maintained separate from the employee personnel file and may contain the following documentation: medical leave applications, insurance forms (including long term disability forms), leave extension requests, medical certifications by physician, application for continuation of insurances, doctor's release, supporting medical documentation, blood tests, vision and hearing test, etc. See Item #GS7.16 for Medical Records where exposure to hazardous materials has occurred.

GS7.08 - Employment Applications/Resumes CR+1 CR+1 12/02/2003

GS7.09 - Grievance Files ACT+1 ACT+7 12/02/2003

These files are maintained to document grievances filed against state agencies. These records may include: pre-hearing reports, grievance forms, related correspondence, summary sheets, employee history information, decisions, etc. Active is defined as until the grievance is closed.

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GS7.10 - Supplemental Employment Files CR+1 CR+3 12/02/2003

These files may include a Request for Approval to engage in supplemental employment and any related correspondence.

GS7.11 - Unemployment Compensation Files CR+1 CR+5 12/02/2003

These files may include the following: request to Employer for Wage and Separation Information UA-555, Notice of Determination or Redetermination (UA-1302), check stubs, charge statements (US1136), Credit Statements (UA1137), Notice of Overpayment Adjustment (UA-1141), Notice to Employer of Receipt of Protest (UA1142), Earnings History Report, etc.

GS7.12 - Union Contract Negotiation Files EXP EXP+3 12/02/2003

These records are organized by union contract and may include the following: ground rules proposals/counter proposals, final contracts, secondary negotiations, meeting minutes and collective bargaining agreements and related correspondence. Retention is based upon expiration of the contract.

GS7.13 - Drug Testing Records CR+5 CR+5 12/02/2003

These files may include medical and related documentation for the state's drug testing program in accordance with Civil Service Rules, such as: drug test report (results), direct voucher screen prints, invoices. Note: negative test results for new hires may be placed into their personnel files.

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GS7.14 - Discrimination Complaint Records **ACT+1** **ACT+7** **12/02/2003**

These records document the investigation into all discrimination complaints. All correspondence relating to such complaints is contained within the file and may include Confidential Employee Sexual Harassment Complaints, Claimant Complaints or written correspondence detailing the complaint. The file may include completed questionnaires from management, staff, and/or witnesses to the alleged violation, and other investigatory records. Copies of records from the Dept. of Civil Rights or the litigation documentation from court systems may be included.

GS7.15 - Reasonable Accommodation Files **ACT+1** **ACT+7** **12/02/2003**

These records document all reasonable accommodation requests submitted by agency employees. These files may contain the following: completed Reasonable Accommodation Request (CS-1668)(Article XI, Section 5), Reasonable Accommodation Evaluation (CS-1670), and Reasonable Accommodation Response (CS-1669). Medical documentation stating limitations may be attached.

GS7.16 - Medical Records (Exposure) **ACT** **ACT+30** **12/02/2003**

These records are maintained separate from the employee personnel file and may contain the following documentation: medical leave applications , insurance forms (including long term disability forms), leave extension requests, medical certifications by physician, application for continuation of insurances, doctor's release, supporting medical documentation, exposure documentation, blood tests, vision and hearing test, etc. See Item #GS7.07 for Medical Records where no exposure to hazardous materials has occurred.

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GS7.17 -	<u>MIOSHA 200 Log and Summary of Occupational Illnesses and Injury</u>	CR+5	CR+5	12/02/2003
	In accordance with 29 CFR 1904.2, this record documents all recordable occupational injuries and illnesses occurring at worksites.			
GS7.18 -	<u>Wage and Tax Listing</u>	CR+1	CR+5	12/02/2003
	This listing, filed annually, contains year to date wage and tax information.			
GS7.19 -	<u>School Participation Leave Requests</u>	CR+1	CR+3	12/02/2003
	This form approves the use of leave time to participate in authorized school activity.			

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